

PLACER COUNTY CIVIL SERVICE COMMISSION MEETING

DECEMBER 14, 1998

OPEN SESSION

- I. ROLL CALL: Meeting was held at Board of Supervisors Chamber, 175 Fulweiler Avenue, Auburn, CA., with all Commissioner's present. Chairman Stockwin presiding.

CLOSED SESSION

OPEN SESSION - 6:30 P.M.

- I. CLOSED SESSION REPORT: Chairman Stockwin announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section 54957. It was moved by Webber and seconded by LeDoux that the merit increases be approved as recommended by the departments. Two were retroactive and one was extended 30 days from date of return from leave to allow employee to respond; four were denied with 90 day return; and one was denied with 6 month return. Motion carried unanimously.
- II. AGENDA APPROVAL: It was moved by LeDoux and seconded by Webber to approve the agenda. Motion carried unanimously
- III. MINUTES OF PREVIOUS MEETING: Moved by LeDoux and seconded by Besana, that the minutes of November 9, 1998 be approved. Motion carried unanimously.
- IV. PUBLIC COMMENT:
- V. OLD BUSINESS
- VI. NEW BUSINESS:
- A. Preliminary Hearing - Grievance Complaint
1. Health & Human Services
- It was moved by Costigan and seconded by Besana to allow the Grievant to amend the complaint no later than December 28, 1998, and to return to the January CSC Meeting. Motion carried unanimously.
- B. New Classification Specification
1. Placer Trial Courts
- a. Assistant Court Administrator
- It was moved by Costigan and seconded by Besana to approve the establishment of the new classification of Assistant Court Administrator in the Unclassified Service, range 52.0. Motion carried unanimously.

- C. Extension of Probation
 - 1. Placer Trial Courts
 - a. It was moved by LeDoux and seconded by Besana to approve the extension of probation. Motion carried unanimously.
- D. Reclassification Request
 - 1. Facility Services

It was moved by Besana and seconded by Costigan to approve the reclassification of one vacant Senior Building Crafts Mechanic position, range 41.0 to the classification of Supervising Building Crafts Mechanic, range 43.0. Motion carried unanimously.
 - 2. Health & Human Services

It was moved by Besana and seconded by LeDoux to approve the reclassification of one Administrative Clerk - Journey position, range 32.0 to the classification of Administrative Supervisor, range 36.0. Motion carried unanimously.
- E. Classification Specification Revision
 - 1. Planning Department

It was moved by LeDoux and seconded by Webber to approve the revisions to the classification specification of Planning Technician I/II. Motion carried unanimously.
- F. Affirmative Action Plan Update

It was moved by Webber and seconded by Besana to approve the plan in concept, with direction that it be returned next month for formal approval. Motion carried unanimously.
- G. Work Out Of Class Extensions

It was moved by LeDoux and seconded by Costigan to approve the Work Out Of Class Extensions as presented in staff memo.
- H. Extension of Extra Help Hours

It was moved by LeDoux and seconded by Webber to approve the Extra Help Extension Hours as presented in staff memo. Motion carried unanimously.

VII. LEAVES OF ABSENCE - As an information item only, the Commission was advised of the Leaves approved by the Personnel Director.

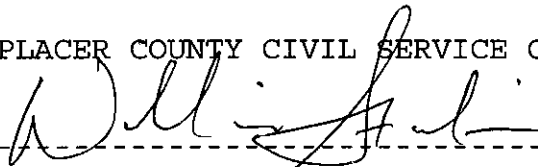
VIII. COMMUNICATIONS

- A. Provisional Appointments - None

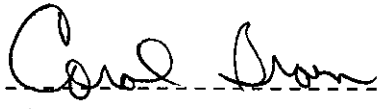
B. Staff Reports and Correspondence

IX. ADJOURNMENT - There being nothing further to come before the Commission, the meeting was adjourned. The next regular meeting will be held at 4:00 PM, on Monday, January 11, 1999 in the Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, Ca 95603

PLACER COUNTY CIVIL SERVICE COMMISSION



WILL STOCKWIN, CHAIRMAN



CAROL BRAUN,
EXECUTIVE SECRETARY